

915510/93

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

City Council

TITLE: SENIOR COMPUTER OPERATOR

DEFINITION

Under general supervision, to assign, schedule, and perform technical and skilled work in the operation of data processing and peripheral equipment to support user needs; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class work under general supervision and exercise independent judgment in the performance of a variety of complex and difficult computer operations duties with only occasional instruction or assistance. Incumbents are expected to assist in the responsibility for program administration usually involving the supervision, training, and evaluation of subordinates and budget preparation and administration.

REPORTS TO: Information Systems Operations Supervisor

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Information Systems Operations Supervisor. Exercise close to general supervision over Computer Operators as assigned.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assign work and supervise work flow to maintain productive levels and complete assignments on schedule.
- Consult with division personnel and user departments on work flow deadlines; plan monthly and daily work flow schedules.
- Train computer operators in proper equipment operation, procedures and forms to be used and efficient methods of operation.
- Assist in developing, revising, and implementing operator procedures for complex jobs.
- Monitor, operate, and control electronic computers and related equipment.
- Schedule and assist in the testing and implementation of new programs, procedures, or system enhancements.
- Identify and resolve routine and complex system errors and problems.
- Assist in computer equipment preventative maintenance; apply standard corrective procedures to equipment malfunctions.
- Assist in debugging computer programs; recommend improvement in programs and procedures.
- Maintain records of work performed.
- Assist in budget preparation and administration.
- Assist in coordinating activities of operators with systems and programming personnel.
- Maintain an accurate inventory of paper and office supplies.

- Participate in the maintenance and control of the computer library, including tapes, systems, programming documentation, and related materials.
- Supervise, train, and evaluate subordinates.

QUALIFICATIONS

Knowledge of:

- Principles, methods, and practices of the operations of computer and related equipment.
- Modern office methods and procedures.
- Records storage and handling techniques.
- Computer equipment maintenance.
- Principles, practices, and methods of electronic data systems.
- Principles of supervision, training, and performance evaluation.

Ability to:

- Operate all City computer equipment and related software.
- Communicate clearly and concisely, orally and in writing.
- Instruct subordinates in operational methods and procedures.
- Plan, schedule, and assign computer jobs and supervise for the centralized computer systems.
- Understand, follow, and interpret oral and written instructions, flow charts and documentation.
- Identify and resolve routine and complex system errors and problems.
- Supervise, train, and evaluate subordinates.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade supplemented by specialized courses in computer operations.

Experience: Two years of experience performing a variety of technical and skilled tasks in the operation of centralized data processing and peripheral equipment.

MEDICAL CATEGORY: Group 1

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Senior Computer Operator

TO: Information Systems Operations Supervisor